PeopleSoft
Rehire Checklist
HR/Payroll/Benefits

October 18, 2005

This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations. For specific detail see relevant manual.

Rehire is used when the employee has been off the state payroll for more than one month.

HR/Payroll Checklist for Rehire of an Employee previously employed by another Agency

You will need to contact the agency that the employee was previously employed by. You will need to provide them with the rehire date and the position number that the employee will now be employed in. If you do not know which agency the employee was previously employed by you may contact OMB.

PREVIOUS AGENCY:

HR: (Navigation: Administer Workforce> Administer Workforce (GBL)> Use> Job Data)

Rehire (work location tab)

- Insert an effective dated row (date of rehire)
- Action of Rehire
- Reason of Rehire
- Enter the position number (Given by hiring agency)

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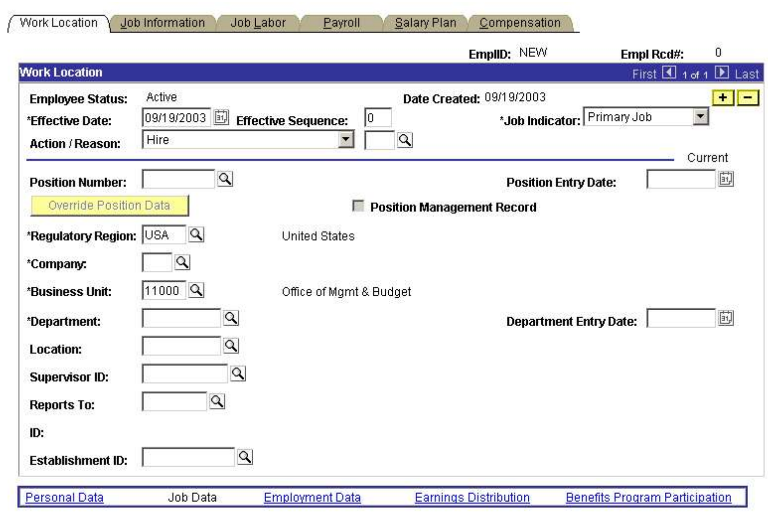


REHIRING AGENCY:

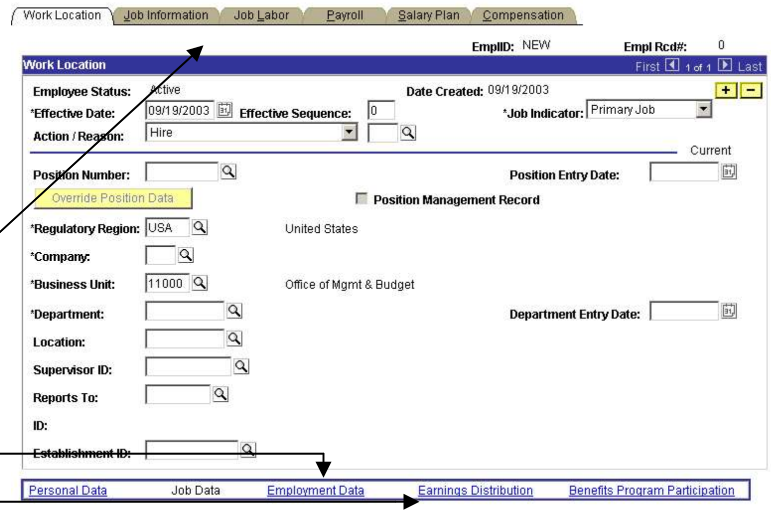
HR: (Navigation: Administer Workforce> Administer Workforce (GBL)> Use> Job Data)

Rehire (work location tab)

- Insert an effective dated row (date of rehire)
- Effective sequence of 1
- Action of Data Change

- Verify the information on
  - Work Location
  - Job Information
  - Payroll
  - Salary Plan
  - Compensation
  - Employment Data
  - Earnings Distribution

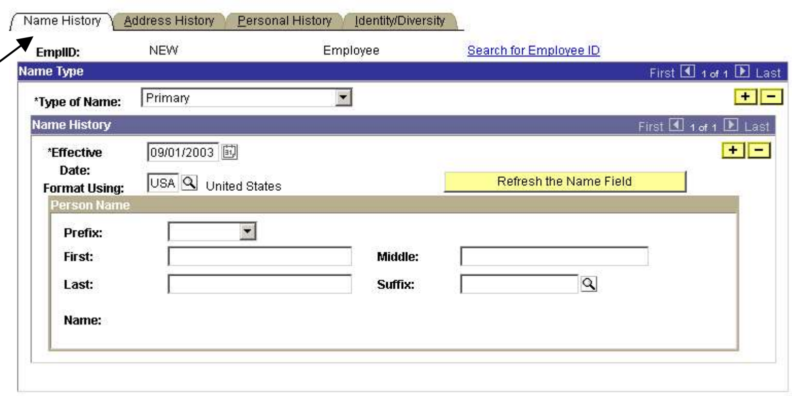
And make any changes necessary.



Once the job data pages are complete you will need to go to Personal Data.
(Navigation: Administer Workforce> Administer Workforce (GBL)> Use> Personal Data)

- Verify the information on
  - Name History
  - Address History
  - Personal History
  - Identity/Diversity

And make any changes necessary.



The other HR pages that should be verified are:

(Navigation: Administer Workforce> Administer Workforce (GBL)> Use)

- Workers Compensation
- Emergency Contact
- Driver's License Data (optional)

Payroll: (Navigation: Compensate Employees> Maintain Payroll Data (US)> Use)

All of these pages should be verified that they are correct for the employee's current position.

Direct Deposit (*The 'Suppress DDP Advice Print' box should be checked for all employees with self service access***)**

Employee Tax Distribution (*This panel should be checked for correct locality information***)**

Employee Tax Data

- Federal Tax Data
- State Tax Data

General Deduction Data (*All employees must be enrolled in S00901-Section 125 admin fee***)**

Commitment Accounting: **(**Navigation: Home>Define Business Rules>Define Commit Accounting (US)>Setup>Department Budget Table)

Department Budget Table (All employees must have a department budget table. If the rehire is a permanent employee filling a previously existing position, the table may already be set up, but ensure the established account code(s) is correct for that employee.**)**

Benefits:

Navigation: Home>Compensate Employees>Administer Automated Benefits
(Refer to the training exercises found at the end of the Benefits Administration Manual for more detail)

1. Verify BAS activity (Compensate Employees>Administer Automated Benefits>Use>BAS Activity)

2. Assign Events to a Schedule (Run by NDPERS at least three times daily)

3. Verify schedule and program Assignment (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

4. Prepare Options (Compensate Employees>Administer Automated Benefits>Process> Run Control)

5. Verify Prepare options (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

6. Produce enrollment form(s) Compensate Employees>Administer Automated Benefits>Report>Enrollment Statement

7. Elect Options (Compensate Employees>Administer Automated Benefits>Use>Election Entry)

8. Finalize/enroll (Compensate Employees>Administer Automated Benefits>Process>Run Control)

9. Verify Finalized Event (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update).

10. Validate enrollment either in Base Benefits (Compensate Employees>Administer Base Benefits>use>health plans, life, leave plans, etc.) **or by viewing in the Benefits Summary (Pay Dedns)** (Navigation: Home > Compensate Employees > Administer Base Benefits > Inquire>Benefit Summary (Pay Dedns)